THE SCHOOL DISTRICT OF JENKINTOWN

SECTION: PROPERTY

TITLE: LENDING OF EQUIPMENT AND BOOKS

ADOPTED: March 3, 2003

REVISED:

	708. LENDING OF EQUIPMENT AND BOOKS
1. Purpose SC 801 Pol. 707	The Board directs that district owned equipment shall not be loaned for nonschool use off school property. If equipment is required for use by those granted permission to use school facilities, it may be loaned in accordance with Board policy.
2. Delegation of Responsibility	Use of specific items of equipment, when unobtainable elsewhere, may be granted on the written request of the intended user and approval by the Business Manager. The user of district owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its safe return.
3. Guidelines	When equipment authorized for lending requires the services of an operator, the user shall employ the person designated by the district and shall pay the stated cost of services. School equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks relevant to their school or job responsibilities. Prior approval of the principal is required for such removal.
SC 804	School books may be used by students during vacations when permission is granted by the building principal.
School Code 801, 804 Board Policy 707	